

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 99-30

June 28, 1999

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Representation Case Best Practice - Subpoenas

The Representation Case Best Practices Committee recently met to update the Best Practices Report, which issued in December 1997. The Committee concluded that at least one Region has developed a practice regarding subpoenas that is a "best practice" and, accordingly, worthy of consideration by all Regions. When a party requests blank subpoenas, the Region types certain information on the subpoenas prior to providing them to the party. With respect to the date of the hearing, the Region types in the date and then adds "or any adjourned or rescheduled date." By doing so, the Region can provide the subpoenas even though there is some uncertainty about the hearing date. Moreover, if the hearing is rescheduled there is no issue as to whether it is necessary to provide new subpoenas with the rescheduled date. We believe that this practice would allow Regions to handle their cases more efficiently and, therefore, urge Regions to adopt this "best practice."

One of the intentions of the Committee is to periodically advise the General Counsel of additional "best practices." Accordingly, please submit to DAGC Nelson Levin any new R case practices that might be useful to other Regions.

/s/
R.A.S.

cc: NLRBU

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